United Nations ST/IC/2003/49

Secretariat

26 August 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the fifty-eighth session of the General Assembly**

1. The fifty-eighth session of the General Assembly will open on Tuesday, 16 September 2003, in accordance with rule 1 of the rules of procedure of the General Assembly, as amended by General Assembly resolution 57/301 of 13 March 2003. Accordingly, the number of normal working hours per day will be eight and one half from 16 September 2003 until the last day of the main part of the regular session of the General Assembly.

2. Heads of departments or offices may authorize flexible working arrangements in accordance with Secretary-General's Bulletin ST/SGB/2003/4, provided this will not interfere with the efficiency of the Organization. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the fifty-eighth session of the General Assembly, the normal working hours will again be eight hours per day, until further notice.

* Expiration date of the present information circular: 31 December 2003.

03-47727 (E) 270803

United Nations ST/IC/2003/50

Secretariat

27 August 2003

Original: English

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **In memory of colleagues killed in the attack against the United Nations compound in Baghdad on 19 August 2003**

1. Many staff members have asked how they could pay tribute to the memory of their colleagues who were killed as a result of the attack against the United Nations compound in Baghdad on 19 August 2003.

2. Staff members and other interested persons working for the United Nations are encouraged to make donations for that purpose to the United Nations Nobel Peace Prize Memorial Fund. The Fund was established by the Secretary-General on 29 May 2003, initially with the proceeds of the 2001 Nobel Peace Prize awarded to the Secretary-General and to the United Nations, for the purpose of creating a living memorial to United Nations civilian personnel who have been killed in the line of duty in the service of peace.[1] The Fund awards grants for the education of surviving children of civilian personnel killed under those circumstances.

3. Donations may be made by cheques made payable to "United Nations Nobel Peace Prize Memorial Fund". Cheques should be sent to the Treasurer, Secretariat Building, Room 2770A, United Nations, New York, NY 10017.

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* The present circular will be in effect until 31 December 2004.

[1] See Secretary-General's bulletin ST/SGB/2003/11, entitled "United Nations Nobel Peace Prize Memorial Fund".

03-47898 (E) 280803

United Nations ST/IC/2003/51

Secretariat

5 September 2003

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the fifty-eighth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the fifty-eighth session of the General Assembly. A separate information circular will be issued about the additional arrangements for admission to the premises that will be in effect during the general debate, from 23 to 26 September, 29 and 30 September and 1 to 3 October 2003.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current; expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office. Staff members who arrive without their building passes will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 August 2004.

03-48977 (E) 090903

Access at the 42nd and 46th Street entrances

3. During the fifty-eighth session, staff members, resident correspondents, physically challenged persons whose names are listed with the United Nations Medical Service and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. They are not required to be cleared at a screening area and may proceed into the premises at the ground floor Secretariat lobby entrance upon presentation of a valid building pass. Due to heightened security arrangements currently in effect, the 46th Street entrance and screening area will be used by affiliates, accredited representatives of non-governmental organizations, interns, members of the information media (excluding resident correspondents), staff members bearing only the United Nations laissez-passer and those who possess courtesy, retiree, library and temporary building passes. All persons using the 46th Street entrance are required to pass through a magnetometer. The 46th Street entrance will be open daily from 8 a.m. to 7 p.m. On weekends and holidays and during non-business hours when the 46th Street entrance is closed, magnetometer and x-ray screening will be conducted at the Secretariat entrance.

Access through the delegates' entrance

4. During the fifty-eighth session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations and senior United Nations staff bearing yellow building passes.

Pass and Identification Offices, UNITAR Building and North Lawn Facility

5. In preparation for the fifty-eighth session of the General Assembly, the Pass and Identification Office, located in a newly renovated space in the UNITAR Building, 807 United Nations Plaza, Room U-100, near the corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the North Lawn Facility, located at the First Avenue and 47th Street entrance. The days and hours of operation for the Pass and Identification Office at the UNITAR Building and the North Lawn Facility will be as follows:

Date	*Hours of operation*
Friday, 19 September	8.00 a.m.-7 p.m.
Saturday and Sunday, 20 and 21 September	8.00 a.m.-7 p.m.
Monday, 22 September	7.00 a.m.-7 p.m.
Tuesday, 23 September	7.00 a.m.-7 p.m.
Wednesday, 24 September	7.00 a.m.-7 p.m.
Thursday, 25 September	7.00 a.m.-7 p.m.
Friday, 26 September	7.00 a.m.-7 p.m.

Date	*Hours of operation*
Saturday and Sunday, 27 and 28 September	9.00 a.m.-5 p.m.
Monday, 29 September	8.00 a.m.-6 p.m.
Tuesday, 30 September	8.00 a.m.-6 p.m.
Wednesday, 1 October	8.00 a.m.-6 p.m.
Thursday, 2 October	8.00 a.m.-6 p.m.
Friday, 3 October	8.00 a.m.-6 p.m.

Access for members of the information media

6. Members of the media with valid United Nations building passes (annual resident and non-resident correspondents) may use the visitors' entrance at 46th Street and First Avenue. Resident correspondents may continue to use the entrance at 42nd Street and First Avenue; resident correspondents without equipment are exempt from magnetometer screening; resident correspondents carrying equipment must pass their equipment through security screening; non-resident media representatives and their equipment will be required to pass through a magnetometer. Camera crew members accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, may use only the 46th Street entrance, where they and their equipment must pass through security screening.

Access to restricted areas

7. The second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media, in accordance with established procedures. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

8. Access to the second floor, including the North Lounge and the General Assembly Hall, will be permitted only upon presentation of a secondary pass for the fifty-eighth session of the General Assembly, together with a United Nations building pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by executive offices. Building passes and secondary passes are subject to verification by security officers and must be worn so as to be easily visible.

9. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is scheduled to open to staff members on Friday, 12 September 2003. Access to the second-floor South Lounge from the south side of the second-floor corridor will not require a secondary access pass. At certain times, special arrangements may be in effect temporarily restricting access to the South Lounge for a brief period of time.

10. To the extent that space is available, staff members, retirees, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their building passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

11. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the visitors' entrance at 46th Street and pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

12. During the general debate and special sessions of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guests will be permitted to enter restricted areas.

Tours

13. From the close of business on Sunday, 21 September, to the close of business on Friday, 3 October, regular guided tours will be suspended. On Saturday, 4 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

Traffic in the Secretariat Circle

14. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of permanent representatives and observers to the United Nations; no other vehicles will be permitted access to the Secretariat Circle. However, exceptions will be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

15. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the

premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations building passes must leave the vehicle before it enters the premises.

16. Vehicles other than those belonging to permanent representatives or observers to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m. from Monday to Friday, or through the 48th Street entrance between 6 a.m. and 8 p.m. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

17. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

18. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations building pass or laissez-passer. From Monday, 22 September, to Friday, 3 October 2003, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

19. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Cafe on the fourth floor of the Secretariat Building, the United Nations Correspondents Association (UNCA) Club on the third floor of the Secretariat Building, the Vendery on the third floor of the General Assembly Building, the cafeteria on the third floor of the DC-1 Building and the cafeteria located on the first floor of UNICEF House.

20. The hours of operation of the various facilities during the fifty-eighth session of the General Assembly will be as follows:

15 September to 3 October 2003

UNCA Club (Secretariat Building, third floor)

Monday-Friday	12 noon-3 p.m.

16 September 2003 to the end of the session

Cafeteria (Secretariat Building, first floor)

Monday-Friday	8 a.m.-8.30 p.m.
Saturday	9 a.m.-3 p.m.

Staff Cafe (Secretariat Building, fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building, third floor)

Monday-Sunday	Open 24 hours

North Lounge (Conference Building, second floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building, fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Café Austria (General Assembly Building, first basement)

Monday-Friday	8 a.m.-6 p.m.

DC-1 cafeteria, third floor

Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Coffee Shop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.00 p.m.

United Nations Postal Administration stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

United Nations ST/IC/2003/52

Secretariat

5 September 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category**

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for those categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.

2. As indicated in information circular ST/IC/2003/53 of 5 September 2003, the International Civil Service Commission has determined that post adjustment multiplier 53.9 for staff in the Professional and higher categories in New York was due as of 1 September 2003. Therefore, the revised post adjustment multiplier of 53.9 was authorized for New York with effect from 1 September 2003.

3. In accordance with the procedure described in paragraph 1 above, the Chairman of the International Civil Service Commission has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories, with effect from 1 September 2003. The revised scale is reproduced in annex I to the present circular.

4. The pensionable remuneration amounts for staff in the Field Service category will also be revised with effect from 1 September 2003. The revised scale is set out in annex II to the present circular.

5. The September 2003 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

* The present circular, which cancels and supersedes ST/IC/2002/83 of 23 December 2002 and ST/IC/2003/5 of 16 January 2003, will be in effect until further notice.

03-49046 (E) 090903

Annex I

Pensionable remuneration for staff in the Professional and higher categories

(In United States dollars)

Effective 1 September 2003

	Steps														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	236 495														
Assistant Secretary-General															
ASG	218 586														
Director															
D-2	181 760	185 892	190 022	194 149	198 279	202 408									
Principal Officer															
D-1	165 207	168 596	171 982	175 364	178 752	182 308	185 938	189 568	193 192						
Senior Officer															
P-5	137 472	140 353	143 233	146 117	148 998	151 877	154 758	157 643	160 521	163 402	166 285	169 172	172 261		
First Officer															
P-4	112 214	114 992	117 763	120 535	123 314	126 085	128 859	131 636	134 408	137 180	139 952	142 735	145 505	148 279	151 056
Second Officer															
P-3	92 227	94 583	96 937	99 287	101 644	103 997	106 350	108 708	111 172	113 747	116 319	118 892	121 466	124 038	126 614
Associate Officer															
P-2	75 663	77 773	79 875	81 981	84 086	86 192	88 297	90 399	92 508	94 613	96 717	98 824			
Assistant Officer															
P-1	58 918	60 947	62 968	64 990	67 015	69 036	71 063	73 084	75 107	77 131					

Annex II

Pensionable remuneration for staff in the Field Service category

(In United States dollars)

Effective 1 September 2003

	Steps														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	111 597	114 529	117 463	120 389	123 321	126 254	129 189	132 117	135 051	137 979	140 913	143 847			
FS-6	92 835	95 299	97 767	100 224	102 688	105 153	107 613	110 103	112 790	115 484	118 178	120 867			
FS-5	79 919	82 015	84 118	86 220	88 324	90 424	92 527	94 627	96 731	98 833	100 935	103 034	105 137		
FS-4	70 101	71 850	73 591	75 336	77 079	78 824	80 568	82 316	84 057	85 802	87 546	89 233	91 033	92 779	94 523
FS-3	61 520	63 007	64 490	65 974	67 453	68 939	70 425	71 905	73 390	74 865	76 352	77 835	79 323	80 802	82 289
FS-2	54 201	55 446	56 762	58 070	59 380	60 690	61 942	63 310	64 620	65 935	67 242	68 552			
FS-1	48 244	49 309	50 370	51 429	52 489	53 556	54 617	55 743	56 897	58 045					

United Nations ST/IC/2003/53

Secretariat

5 September 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Post adjustment classification for New York**

1. The International Civil Service Commission has determined that the requirement for the application of post adjustment multiplier 53.9 for staff in the Professional and higher categories serving in New York has been met as of 1 September 2003. Consequently, effective 1 September 2003, the post adjustment multiplier for New York is being revised from 46.3 to 53.9.

2. The annual amounts of post adjustment at multiplier 53.9 for each salary level and step are shown in the annex to the present circular.

3. The implementation of the revised post adjustment multiplier will be reflected in the end of September 2003 payroll.

* The present circular, which cancels and supersedes ST/IC/2003/3 dated 8 January 2003, will be in effect until further notice.

03-49048 (E) 090903

Annex

Post adjustment multiplier 53.9

(In United States dollars)

Effective 1 September 2003

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Net D	67703.25														
	Net S	60929.10														
Assistant Secretary-General																
ASG	Net D	62096.57														
	Net S	56230.64														
Director																
D-2	Net D	51965.53	52979.39	53993.79	55007.65	56022.04	57035.90									
	Net S	47739.77	48595.70	49448.40	50298.40	51145.71	51989.78									
Principal Officer																
D-1	Net D	47842.72	48733.15	49623.04	50513.46	51403.89	52293.78	53184.21	54074.64	54964.53						
	Net S	44222.26	44996.26	45768.11	46538.34	47306.95	48073.41	48838.25	49601.48	50362.54						
Senior Officer																
P-5	Net D	40286.48	41044.31	41801.61	42558.90	43316.20	44073.49	44830.79	45588.62	46345.92	47103.21	47860.51	48617.80	49375.63		
	Net S	37426.54	38099.22	38770.27	39440.79	40110.22	40778.05	41444.79	42110.45	42775.04	43438.55	44100.98	44761.79	45422.07		
First Officer																
P-4	Net D	33594.25	34325.14	35056.02	35786.91	36517.79	37248.67	37979.56	38710.44	39441.33	40171.67	40902.55	41633.44	42364.32	43095.21	43826.09
	Net S	31284.10	31949.76	32614.35	33277.86	33941.37	34603.80	35266.23	35927.58	36587.86	37248.13	37907.33	38565.99	39224.11	39881.69	40538.73
Second Officer																
P-3	Net D	27856.60	28533.04	29210.57	29885.93	30563.46	31239.36	31915.27	32592.79	33269.78	33945.68	34622.67	35298.57	35975.56	36652.00	37328.45
	Net S	26002.44	26624.44	27248.07	27869.53	28492.62	29114.09	29736.09	30358.64	30980.10	31602.65	32222.50	32842.89	33462.74	34082.59	34702.98
Associate Officer																
P-2	Net D	23095.61	23701.45	24306.21	24911.50	25516.80	26121.56	26726.85	27331.07	27936.91	28542.21	29146.43	29752.80			
	Net S	21662.95	22212.19	22759.81	23308.52	23856.14	24405.38	24962.71	25518.42	26076.28	26633.07	27189.32	27747.18			
Assistant Officer																
P-1	Net D	18282.88	18865.00	19446.04	20028.16	20609.20	21190.79	21772.91	22354.49	22934.99	23517.11					
	Net S	17246.38	17782.69	18318.45	18854.22	19389.99	19925.21	20461.52	20990.82	21517.42	22044.56					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

United Nations ST/IC/2003/54

Secretariat

9 September 2003

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Additional arrangements for admission to the premises at United Nations Headquarters during the general debate of the fifty-eighth session of the General Assembly, 23 to 26 September, 29 to 30 September and 1 to 3 October 2003**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the general debate of the fifty-eighth session of the General Assembly from Tuesday, 23 September, through Friday, 26 September; from Monday, 29 September, through Tuesday, 30 September; and from Wednesday, 1 October, through Friday, 3 October 2003. Due to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 22 September, through Friday, 3 October 2003, including the weekend of 27 and 28 September 2003. As conditions permit, this restriction may be eased by the host country law enforcement authorities.

2. The United Nations will be closed to the public from Monday, 22 September, through Friday, 3 October 2003. Regular guided tours will be suspended for 12 days. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on the weekend of 4 and 5 October 2003, when guided tours will resume a regular schedule.

3. During the general debate, individuals holding the following types of passes will not be given access to the United Nations complex: courtesy, retiree, temporary [non-photo] and recreational club. Outside messengers, guests and holders of library building passes will also not be admitted. All appointments and meetings during this period should be scheduled bearing this in mind. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Unless it is essential to conduct official business, staff

* Expiration date of the present information circular: 6 October 2003.

03-49351 (E) 120903

members who work in United Nations annex buildings are advised to refrain from crossing First Avenue to enter the United Nations premises from Monday, 22 September, through Friday, 3 October 2003.

Access through the Delegates' Entrance

4. The Delegates' Entrance is reserved for high-ranking officials and senior United Nations staff. In order to enhance security during the period from Monday, 22 September, to Friday, 3 October, the vehicular gate at 45th Street and First Avenue will be reserved for the exiting of motorcades.

Access for representatives of non-governmental organizations, the media, affiliates and interns

5. Access arrangements for representatives of non-governmental organizations during the period from Monday, 22 September, to Friday, 3 October provide that they must use only the entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. A limited number of seats in the fourth balcony of the General Assembly Hall have been reserved for representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket. On Monday, 22 September 2003, 15 non-governmental organizations will participate in an informal panel that will be held in the Economic and Social Council Chamber. They will be required to present valid building passes and appropriate meeting tickets for access to the Economic and Social Council Chamber on the second floor.

6. Temporary media accreditation will take place at a facility located on the east side of First Avenue and 47th Street. Once accredited, the checkpoint for members of the media will be at First Avenue and 46th Street, where they will be directed to the visitors' entrance for screening. The traffic median (media island) at 46th Street and First Avenue used by satellite communications vehicles will be closed, in connection with the closure of First Avenue to vehicular traffic.

7. During the general debate, affiliates and interns with valid United Nations building passes will be admitted at 46th Street and First Avenue, where they will be required to pass through a magnetometer.

Access to restricted areas

8. The second floor of both the General Assembly and Conference Buildings, as well as the bilateral meeting areas located in the Chinese Lounge on the second floor and in the area behind the balcony on the third floor of the General Assembly Building, will be reserved for members of delegations and staff conducting official business and bearing United Nations building passes and colour-coded access passes [secondary passes] issued for the duration of the general debate, in accordance with established procedures.

9. The North Lounge on the second floor of the Conference Building will be accessible to staff members with colour-coded access passes [secondary passes] who are conducting official business in the lounge during the general debate. On certain days and for variable periods of time during the general debate, special arrangements may be in place affecting access to the South Lounge.

10. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Closure of First Avenue

11. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 49th Street will be closed to vehicular traffic from Monday, 22 September, to Friday, 3 October. Delegations and staff members may cross First Avenue at 42nd, 46th or 49th Streets, upon presentation of their building passes. The crossing point at 46th Street is expected to be particularly congested and will be designated exclusively for delegations. A vehicular checkpoint will be established at Second Avenue and 46th Street.

12. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day because of the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing and the checkpoint at the south-east corner of 48th Street.

13. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the DC1 Building, on 44th Street and First Avenue.

14. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will remain open 24 hours a day from 4 a.m. on Monday, 22 September, until the close of business on Friday, 3 October 2003. The garage exit at 42nd Street will be accessible between 11 a.m. and 7 p.m., from Monday, 22 September, through Friday, 3 October 2003. In the event that restrictions are eased and First Avenue is opened to vehicular traffic, the 48th Street vehicle entrance will close at 8 p.m. and all vehicles will be required to use the exit at 43rd Street and First Avenue.

Alternative access route

15. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance. An alternative route has been established for authorized vehicles whenever First Avenue is closed to vehicular traffic, which this year will be one day before the opening of the general debate, from 6 a.m. on Monday, 22 September, continuing during the week and on the weekend of 27 and 28 September, until the close of business on Friday, 3 October 2003. By using the alternative route, vehicular traffic will be able to approach Headquarters southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane that will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. There may be periods during the general debate when the FDR Drive will be closed for intervals during the day.

Closure of the garage

16. For security reasons, the garage will be closed for parking from 8 p.m. on Sunday, 21 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 22 September. All vehicles must be removed not later than 10 p.m. on Sunday, 21 September, until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

17. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 21 September, parking has been allocated to properly identified vehicles along both sides of First Avenue from 51st to 56th Streets, from 8 p.m. on Sunday, 21 September, to 6 a.m. on Monday, 22 September 2003. A special parking decal obtained from the Garage Administration, which will be honoured by the authorities of the host Government, should be displayed on the dashboard of the vehicle.

Vehicle security checks

18. All vehicles entering the garage are subject to search. Significant delays should be expected. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday, 22 September, through Friday, 3 October.

Dining room, other catering facilities and commercial operations

19. It is anticipated that a very large number of security, support and other staff accompanying heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for the week of Monday, 22 to Friday, 26 September, the weekend of 27 and 28 September, the week of 29 to 30 September and 1 through 3 October 2003 will be as follows:

Cafeteria (Secretariat Building, first floor)

Monday-Friday (22 September-3 October)	8 a.m.-8.30 p.m.
Saturday and Sunday (27 and 28 September)	9 a.m.-3 p.m.

Staff Café (Conference Building, fourth floor)

Monday-Friday (22-26 September)	11.30 a.m.-2.30 p.m.
Monday-Friday (29 September-3 October)	11.30 a.m.-2.30 p.m.

Café Austria (Conference Building, first basement)

Monday-Friday (22 September-3 October)	9 a.m.-6 p.m.
Saturday and Sunday (27 and 28 September)	9 a.m.-5 p.m.

UNCA Club

Monday-Friday (22-26 September)	12 p.m.-3 p.m.
Monday-Friday (29 September-3 October)	12 p.m.-3 p.m.

UNDC-1 Cafeteria, third floor

Monday-Friday (22-26 September)	8 a.m.-6 p.m.
Monday-Friday (29 September-3 October)	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, first floor)

Monday-Friday (22-26 September)	8.30 a.m.-4.30 p.m.
Monday-Friday (29 September-3 October)	8.30 a.m.-4.30 p.m.

20. The Delegates' Dining Room will be open from Monday to Friday, 22 to 26 September, from 11.30 a.m. to 2.30 p.m.; on Saturday and Sunday, 27 and 28 September, from 12 noon to 2.30 p.m.; and from Monday to Friday, 29 September to 3 October, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the fifty-eighth session of the General Assembly. Priority will be given to reservations from delegations.